

North Carolina Agriculture Cost Share Program Review Summary
(September, 2015)

County	Beaufort	Date of Previous Review/Report	December 2010
District Staff Name(s)	Anthony Hester	Date	March 9-10, 2016
NRCS Staff Name(s)			
Division Representative(s)	David Harrison, Eric Pare,		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Third Monday of every month at 7 pm.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted at the door and in the Washington Daily News.		X			

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<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	Newsletter and news articles on availability of cost share funds, talking with people in FSA office, personal contacts, and word of mouth.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	The District assists with drainage issues and single home owners.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice? Is your district using the self-certification for incentives form provided by the division?		X			There is a ledger and list of contracts. Applications have requested information on use in other counties. The District has not been using the self-certification incentive form.		X	The District's Board of Supervisors adopted the Commission's Policy of requiring the Self-Certification Form for Incentive BMP's. The recordation of the adoption of that information is in the Board's minutes.	As of April 18, 2016.	
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	There is a ledger and list of contracts		X			


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At what point in the application process does the district develop the contract? Describe this process.				X	The technician meets with the farmer on site, developing contract, and gathering resource information,		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	The technician reviews contract details and funds involved with the applicant. They are warned not to begin work until approval from Raleigh.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	They abstain from discussion and voting.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	Yes		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	Yes		X			
What procedures do you follow for notifying the applicant that work can begin?	X				Personal contact and letter including a request for an initial conference.		X			
What information do you provide the applicant?				X	Copy of the contract including designs and specifications.		X			


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What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	They provide bench marks and layouts. They have the option of being present during all of the installation. Follow up at completion.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.		X			The district checks back through the files. We recommended using CS2 as an information source.		X	As recommended, District Staff will use CS2 as an information source as a means to track the Commission's interim performance milestone.	As of April 18, 2016.	
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				x	Not many, but they are noted in the minutes.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	Field notes, pictures, "as-built" on job sheets and Engineer's letters on BMPs above the local JAA.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. Measured and documented in the field notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes – Pond projects mainly. They also check Water Control Structures to keep Average costs up to date.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes. There is a designated signatory for the summer season when the board may not meet.		X			


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Are payment motions/decisions recorded in the board minutes?				X	Yes		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?	X X X				Spot checks are usually done in January or later depending on the weather. Almost all supervisors go on the spot checks. Invitation is extended to FSA also.		X			
How does the district randomly select which contracts to spot check?				X	Random number generated plus any additional contracts that they want to look at.		X			
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Nutrient Management and Waste Management plans have all aged out.		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes. Only have two to be checked.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	N/A		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS				X	District contacts the District Conservationist		X			


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employee or district supervisor? This includes CPOs, revisions, supplements or repairs.										
The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Personal Contact and follow up letter.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Notified at the next board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, one time in the past.		X			


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Section 3: Record Keeping										
Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?				X	BMP funds are tracked through a ledger		X			
In what instances does the district use the division on-line (website & CS²) reports?				X	Dealing with contracts		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Tracked in the office and run through the county. County preforms the audit. Last audit was January, 2016		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Anthony Hester's position.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The Foundation has matching funds that goes directly to the producer – no audits. Debris-removal funds go through the county same as the ACSP funds.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	Yes		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 07-2007-007 Applicant Name: Benjamin Carowan, Jr. BMP: Water Control Structure 				X	BMP in good condition and functioning as designed.		X			

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Contract Number: 07-2009-720 Applicant Name: Virginia Rowe BMP: Ag Pond Restoration/Repair 				X	Restoration work was well done. The pond needs some standard maintenance to control woody vegetation on the dam.		X			

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Contract Number: 07-2010-501 Applicant Name: Beaufort County BMP: Stream Restoration 				X	Removed old trestle and debris. Area has been stabilized and blended with the surrounding area.		X			

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<p>Contract Number: 07-2010-731 Applicant Name: R.H. Bishop, Jr. BMP: Ag Chemical Containment and Mixing Facility</p>  <p>03/09/2016 15:22</p>				X	BMP is in good condition and functioning as designed.		X			

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Contract Number: 07-2012-752 / 753 Applicant Name: Barry Sadler BMP: Livestock Exclusion / Filter Strip 				X	BMP is in good condition and functioning as designed.		X			

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